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PROGRAM OVERVIEW

The City of Long Beach Purchasing Card Program will offer a more efficient, cost-effective method of purchasing and payment processing through the use of a Purchasing Card. A Purchasing Card is a MasterCard credit card that allows the Cardholder to purchase business related goods directly from suppliers without a purchase order. The use of the Card will help expedite purchases, reduce the number of purchase orders, invoices, and checks that otherwise would be processed.

The Purchasing Division of the Department of Financial Management will administer the Purchasing Card Program. This User Guide provides the guidelines and procedures for participating in the Purchasing Card Program.

Who Should Have a Purchasing Card

- City employees that routinely purchase items for **their own** operational use through imprest cash or request purchase orders in an amount less than \$1,000.
- City employees that serve as imprest cash custodians and have an operational need to use the Purchasing Card to purchase items **for others**.
- The department head will determine who should have a Purchasing Card.

When to Use the Purchasing Card

Initially, the Card is primarily intended for small dollar transactions (imprest cash purchases). The procedures in place for imprest cash are ideal for implementation of the Purchasing Card Program. However, as the program expands, the Department of Financial Management may authorize Cardholders to pay for items on contracts and Blanket Purchase Orders (BPO).

Authorized Purchases

Use the Purchasing Card to purchase authorized commodities. Initially, this will include supplies that normally would be paid with imprest cash. If the City has a BPO for the commodities you need, it should be used. Do not use the Purchasing Card to buy commodities from a competitor if the City has a BPO. Exceptions to this policy are noted under Authorized Suppliers.

Authorized Suppliers

The Department of Financial Management is authorized to identify purchase orders that departments can use to make purchases and payments with the Purchasing Card. These purchase orders are identified on the Purchasing Card website at http://wmirror/finance_intra/purchasing/pcard/.

Requesting a Purchasing Card

The following forms must be completed and submitted to the Purchasing Card Administrator:

- **Employee Purchasing Card Agreement**
- **Cardholder Account Form**
- **Approver and Manager Purchasing Card Agreement**
- **On-line Approver Form**

Making the Purchase

Use the Purchasing Card like a credit card. Always retain a sales receipt for every purchase.

DEFINITION OF TERMS

Purchasing Card Administrator

Questions and/or requests concerning the Purchasing Card Program should be referred to the Purchasing Card Administrator, Peggy L. Chambers, at 570-6363 or pechamb@longbeach.gov. Forms are available on the intranet at http://www.wmirror/finance_intra/purchasing/pcard/.

Cardholder

- A Cardholder is a full-time City employee to whom a Purchasing Card has been issued.
- The Cardholder is the only person authorized to use his/her Purchasing Card.
- The Cardholder makes purchases for his/her own operational use only.
- Purchase of items for personal use with the intention of reimbursing the City is not acceptable.
- Although the Cardholder's name is on the Card, it is the property of the City of Long Beach.

Cardholder/Custodian

The Cardholder/Custodian is same as the Cardholder as described above, except that the Cardholder/Custodian uses his/her Card to make operational purchases for **others** in his/her department/bureau/division.

On-line Approver

- An On-line Approver is a full-time City employee (usually a Manager) responsible for accepting the Cardholder's transactions on-line via Procard (PVS Net).
- The On-line Approver does not have authority to actually "approve" the transaction; they "accept" the transaction on-line. The Cardholder's Manager is the only person that can "approve" a transaction by signing the Statement of Account.
- If an On-line Approver **is** a Manager; they are authorized to sign the Statement of Account.
- If an On-line Approver **is not** a Manager, then the Cardholder's Manager must sign the Statement of Account.

Manager

The Manager (if On-Line Approver is not a Manager) will review the Cardholder's Statement of Account and sign the Statement within five (5) calendar days of the billing cycle close date, as validation that the transactions were "approved".

Transaction Limits

Each Purchasing Card has a dollar limit for each single transaction established by Financial Management and the Cardholder's department head. Most cardholders have a transaction limit of \$1000 and a billing cycle limit of \$5000. The transaction limit may be increased if requested by the department head and reviewed by Financial Management.

- A transaction includes the purchase price, tax (the City is required to pay any sales or use tax that would normally apply to the purchase), and shipping/freight charge.
- Cardholders should not attempt to make purchases greater than the approved transaction limit.
- Splitting a transaction into two (2) transactions to avoid the transaction limit is **not** permitted.

Credit Limit

Each Purchasing Card has a billing cycle limit established by Financial Management and the Cardholder's department head.

DEFINITION OF TERMS

Purchasing Card - Payment

- The City makes one monthly payment to Bank One for all Purchasing Card accounts. A Journal Voucher upload is submitted by the Purchasing Card Administrator to insure funds are taken from the correct charge point.
- The supplier/vendor is paid by Bank One within three (3) days.

Billing Cycle

The monthly billing cycle ends on the 4th of the month. If that date falls on a weekend, the cycle closes on the following business day.

Employee Purchasing Card Agreement and Approver and Manager Purchasing Card Agreement

These agreements document the responsibilities and liabilities for users of the Purchasing Card Program.

Cardholder Account Form

A Cardholder Account Form is required:

- to establish a Purchasing Card account.
- when making necessary changes to Cardholder account profile as a name change, transfer, termination, purchasing limit modification and other miscellaneous changes.
- to be approved by the department head and forwarded to the Purchasing Card Administrator.

Purchase Request Form

The Purchase Request Form is **required** when the Cardholder/Custodian is asked to make a purchase for another person. The form provides detailed order information and identifies the requestor's manager's approval for the purchase.

Transaction Log

The purpose of the Transaction Log is to give the Cardholder and On-line Approver a method of tracking the transactions made with the Purchasing Card.

Statement of Account

The Statement of Account lists the transactions billed during a specified billing cycle.

- It contains the transaction date, posting date, vendor's name, description of purchase, the dollar amount of the transaction and the charge point.
- The approved, signed Statement of Account shall be retained in the department with the Transaction Log and invoices/receipts.

PURCHASING PROCEDURES

Purchasing Card Activation

- Cardholder must sign the back of the Purchasing Card.
- Cardholder must call Bank One to activate the Purchasing Card before using it the first time.
- When possible, purchases should be made early enough in the billing cycle so that items are received and paid for in the same billing period.

Document the Purchase

It is required that the Cardholder retain certain documentation for every Purchasing Card transaction. Documentation necessary for reconciliation is as follows:

- **Purchase Request Form**, if used, is retained by the Cardholder/Custodian.
- **Vendor invoice/sales receipt/charge slip** with itemized description of products/services.
 - The Cardholder shall ensure the vendor does **not** mail an invoice to the City's Accounts Payable Section, as these invoices will not be paid.
 - If the Cardholder places an order via mail or phone, ask the vendor to fax a copy of the invoice/receipt and include the original invoice/receipt with the shipment. The invoice/receipt is the only original documentation specifying tax paid on the purchase.
 - If the Cardholder places an order via the Internet, print each screen before clicking the "submit" button. If the Internet purchase provides a confirmation number, print the screen.
 - If the Cardholder has lost the vendor invoice/receipt, and a duplicate copy cannot be obtained from the vendor, the Cardholder shall prepare a memo with an explanation of the purchase. The memo must be signed by the Cardholder, include the transaction date, vendor name and address, detail of the item(s) purchased and the dollar amount.
 - It is the Cardholder's responsibility to ensure there is a receipt for each purchase. If there are excessive instances of lost receipts/invoices, the Purchasing Card will be revoked.
- **Packing slip** provides a separate validation that the products ordered were received.
 - ***It is the Cardholder's responsibility to have someone confirm and sign the vendor packing list (or invoice/receipt if packing list is not available) "received", the date, and their initials.***
- **Transaction Log**
 - The Cardholder must retain the vendor invoice/sales receipt/charge slip, and packing list with the Log in an envelope or file folder for weekly submission to the On-line Approver.
 - The Cardholder/Custodian must retain all of the above items plus the Purchase Request Form.
 - The Log shall be attached to an envelope or file folder clearly marked with the Cardholder's name, the month and year of the purchases.
 - A new Log shall be used for each month's purchases.
 - The Cardholder shall record in the Log each time a purchase is made.
 - The column entitled "reconciled statement/back-up" shall be used to verify the Cardholder received proper documentation for the purchase.
 - If the transaction should be charged to a different charge point other than the Cardholder's default charge point, the Cardholder shall enter the new charge point on the Log. The On-line Approver will ensure that the charge point is valid and changed on-line if necessary.

RECONCILIATION PROCEDURES

Cardholder Review

Weekly review is required by the Cardholder to ensure proper expenditure of funds, monitor all transactions, and ensures that program guidelines are adhered to. This process is **mandatory** and is the program's principal control. Failure to comply with these procedures will result in cancellation of your Purchasing Card privileges.

- Once a week (Monday's), Procard (PVS Net) will e-mail the Cardholder a **Statement of Account** of the previous week's transactions.
- The Cardholder shall compare the transactions listed on the **Transaction Log** to the **Statement of Account** for correctness. Any discrepancies should be noted and the Cardholder must contact the vendor for correction immediately.
- If the Cardholder does not have e-mail or does not receive the weekly Statement of Account from Procard, the On-line Approver shall be responsible for printing the Cardholder's **Statement of Account** once a month.

On-line Approver Review

- Every week, the Cardholder shall submit the **Transaction Log** with corresponding documentation to the On-line Approver.
- The On-line Approver will access Procard (PVS Net) on-line and ensure that the transactions listed online match the **Transaction Log**.
- The On-line Approver may change the charge point as necessary, split the transaction, enter a brief description of the purchase, and "**accept**" the transaction.
- At this time, the On-line Approver will (**in red ink**) circle the purchase amount, write "paid", initial, and date the invoice/receipt.
- If the on-line transaction amount does not agree with the **Transaction Log** and receipts, the On-line Approver shall notify the Cardholder of the discrepancy. The Cardholder shall contact the vendor to correct the error immediately.
- In those instances when the order has not been received but the charge appears on Procard (PVS Net), the invoice/receipt should not be marked "received" but should be marked "**paid**". The Cardholder and On-line Approver shall monitor receipt of the order. When it is received, the Cardholder shall ensure that another person validates the product receipt.
- At the end of the monthly billing cycle, the On-line Approver has three (3) calendar days to:
 1. Review and "**accept**" all transactions on-line,
 2. Print the months **Statement of Account**, and
 3. Ensure the Cardholder signs and dates the **Statement of Account**.
- Within five (5) calendar days of the billing cycle close date, the On-line Approver (or Cardholder's Manager, if the On-Line Approver is not a Manager) shall sign the **Statement of Account**.
- The approved, signed **Statement of Account** will be retained in the department with the **Transaction Log** and invoices/receipts.

Manager Review

The Manager (On-line Approver if Manager) must review all transactions for propriety and sign the **Statement of Account** within five (5) calendar days of the billing cycle close date. By signing the **Statement of Account**, the Manager verifies that the transactions are proper and authorized.

GENERAL PROCEDURES & GUIDELINES

Safeguarding the Purchasing Card

The Purchasing Card's safekeeping is the Cardholder's responsibility and should be secured as if it were his/her personal credit card. It is recommended that the Purchasing Card be kept in a safe place, preferably locked up when not in use.

Personal Credit Rating

The Purchasing Card does not affect the Cardholder's personal credit rating. The Purchasing Card carries corporate, not individual, liability.

Restricted Transactions

- The Purchasing Card shall be used for business purposes only.
- The Card will be declined if the Cardholder attempts to use it with a restricted vendor or charge an excluded category.
- Contact the Purchasing Card Administrator at 570-6363 if the transaction is declined and the cardholder feels it was declined in error.

Lost or Stolen Purchasing Cards

If the Purchasing Card is lost or stolen, the Cardholder must immediately notify:

1. Bank One at (800) 316-6056. Bank One is available seven (7) days a week, twenty-four (24) hours a day. The Cardholder should request a replacement card at that time.
2. Purchasing Card Administrator at 570-6363 and follow-up by completing and submitting the **Lost/Stolen Card Notification Form**.

Closing a Purchasing Card Account

- The Purchasing Card must be returned to the Purchasing Card Administrator when it becomes necessary to close an account. **The card should be cut in half before sending to the Purchasing Card Administrator.** This would include but is not limited to transfer an employee to another department or termination of an employee.
- A **Cardholder Account Form** must be completed and submitted to the Purchasing Card Administrator to close the account.

Errors and Dispute Resolution

- If there is an error on the **Statement of Account**, the Cardholder should contact the vendor. Problems can usually be resolved between the supplier and the Cardholder. After the vendor corrects the problem, a credit should be issued. If the error was early in the billing cycle period, it should appear on the current month's statement. However, it is possible it won't appear until the following month. The Cardholder and On-line Approver should both monitor the statements for the correction.
- Contact the Purchasing Card Administrator if you are unable to reach a resolution with a vendor. The Purchasing Card Administrator will contact Bank One for further assistance. (See the **Dispute Resolution Form**)
- Failure to take immediate and appropriate action could result in financial loss for the City and loss of your Purchasing Card privileges.

Returns

Update the **Transaction Log** when you return a purchase for credit. The return should appear as a credit on the Log, the Transaction Review Screen on-line, and the **Statement of Account**.

GENERAL PROCEDURES & GUIDELINES

Retention Schedule

- Original receipts, **Transaction Logs** and **Statements of Account** shall be retained in the department for a period of three (3) years.
- After three (3) years, the files shall be moved to the Office of the City Clerk Records Center where they shall be retained for an additional four (4) years.
- After seven (7) years the records may be destroyed.

New Vendors

If a vendor does not currently accept credit cards, but is interested in accepting the Purchasing Card, have them contact the Purchasing Card Administrator at 570-6363. The Purchasing Card Administrator will work with Bank One to assess the possibility of establishing them for credit card processing.

Review - Auditor

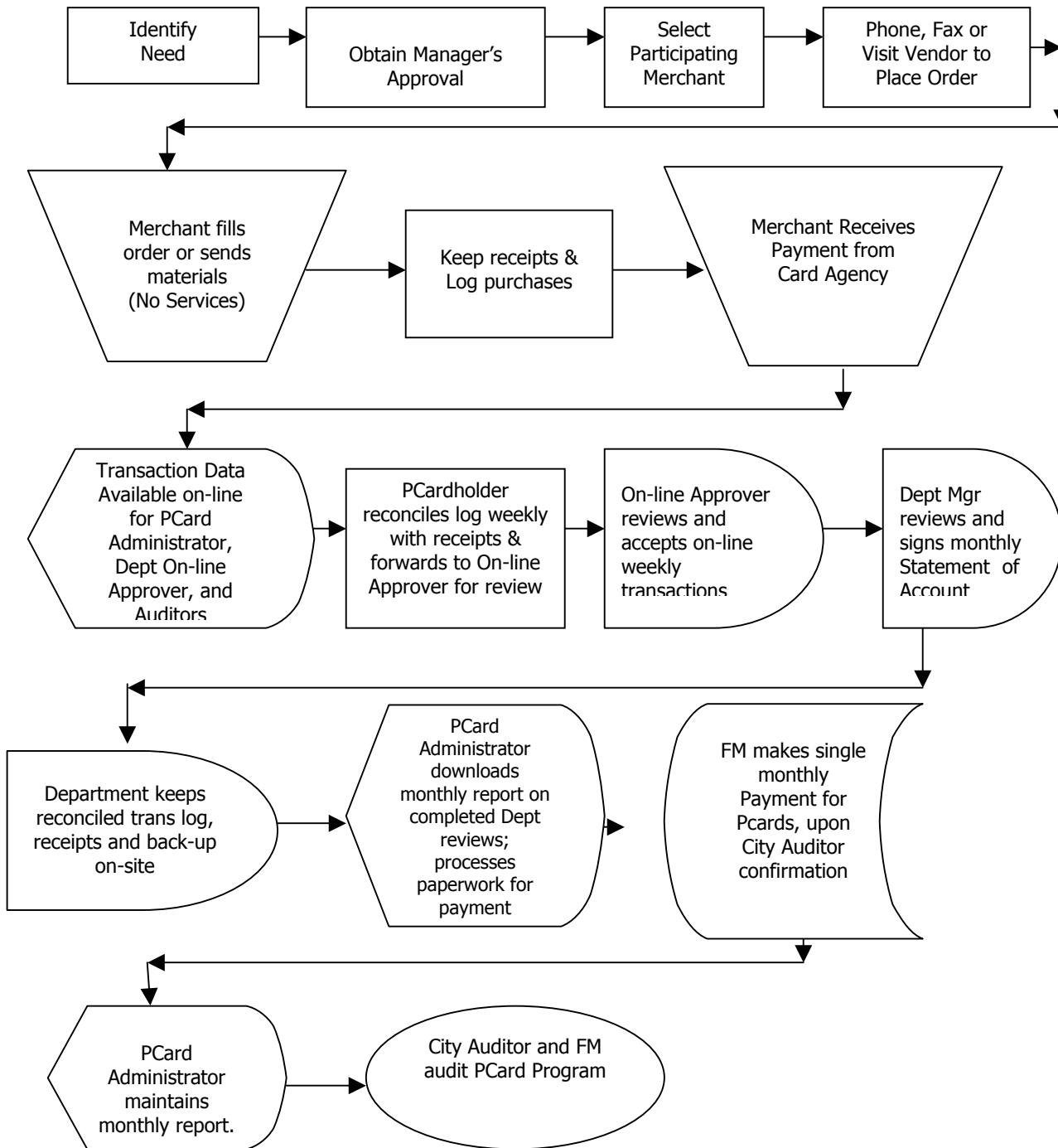
Monthly on-line audits to determine whether policies and procedures have been followed will be conducted by the City Auditor's Office and the Department of Financial Management (Purchasing Card Administrator, Auditor, and Administrative Services Bureau Manager.)

PROGRAM SUMMARY

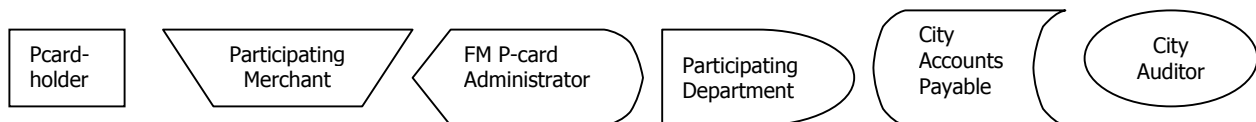
The following important points should be followed to make your Purchasing Card program a success:

- The Purchasing Card is issued in the Cardholder's name and should **be used only by the cardholder**. The Cardholder is responsible for the security of the Purchasing Card and the transactions made with it. Cardholders should use good judgment and act responsibly when using the Purchasing Card.
- The Purchasing Card can be used at any vendor that accepts MasterCard. It may be used for in-store purchases, Internet, telephone or fax orders. Use the card only for **business related purchases**.
- Use the Purchasing Card to purchase supplies that do not exceed the single transaction limit. If a transaction is denied because it exceeds the limit, do not ask the vendor to split the transaction into two separate transactions in order to avoid the limit. Split transactions are strictly prohibited.
- Save the sales receipt and other supporting documentation. Record each purchase in the **Transaction Log**. Keep the receipts and **Transaction Log** together clearly marked with the Cardholder's name and month/year of activity. Maintain the **Transaction Log** and retain all receipts.
- **Packing slip** provides a separate validation that the products ordered were received. ***It is the Cardholder's responsibility to have someone confirm and sign the vendor packing list (or invoice/receipt if packing list is not available) "received", the date, and their initials.***
- Cardholder must reconcile purchases weekly to ensure all charges are accurate. As a practice, reconciliation every Friday or Monday is recommended. Keep accurate records (the **Transaction Log** and receipts) and forward to your On-line Approver on a weekly basis.
- The On-line Approver shall access Procard (PVS Net) weekly to review and "accept" transactions.
- The Cardholder must sign the **Statement of Account** within three (3) calendar days of the billing cycle close date and the manager must sign within five (5) calendar days.
- The Purchasing Card is not intended to avoid or bypass appropriate purchasing or payment procedures. This Program complements the existing procedures.
- If a Cardholder transfers departments or leaves the City, the Purchasing Card must be returned to the Purchasing Card Administrator immediately along with the **Cardholder Account Form**.
- Keep all original invoices/receipts with the **Transaction Log**. All Purchasing Card files shall be retained in the department for Auditor's review.
- The Cardholder is committing City funds each time he/she uses the Purchasing Card. Do not take this responsibility lightly.

PURCHASING CARD PROCESS FLOW CHART



Legend:



CITY OF LONG BEACH

EMPLOYEE PURCHASING CARD AGREEMENT

The City of Long Beach is pleased to implement a purchasing card program. It represents trust in you as a responsible employee to safeguard and protect public funds.

1. In consideration for my receipt and use of a Purchasing Card, I agree to and shall comply with the terms and conditions of this Agreement and with the procedures and guidelines of the City relating to use of a Purchasing Card.
2. I acknowledge receipt of a copy of this Agreement and confirm that I have read and understand its terms and conditions. I understand that the City of Long Beach is liable to Bank One and Mastercard for all charges that I make to the Purchasing Card.
3. I understand that the City of Long Beach Purchasing Card Program is intended to facilitate the purchase and payment of materials required for the conduct of business by the City of Long Beach.
4. I agree to and shall use the Purchasing Card only for purchases approved by the City of Long Beach and shall **not utilize the Purchasing Card for the purchase of goods or services unrelated to City business**. Purchases approved by the City of Long Beach are those which are approved by the authorized representative of the City, and not, for my personal gain or benefit.
5. I understand that as a City employee I am freely and voluntarily entering into this agreement. I further understand that it is not a condition of employment with the City of Long Beach and that alternative purchasing mechanisms exist.
6. I understand that the Purchasing Card is issued in my name and that I may not allow any other person to use my Purchasing Card.
7. I understand and agree that the City of Long Beach will audit the use of this Purchasing Card as and when it deems it advisable to do so.
8. I understand that I am required under the ethical standards of the City of Long Beach to be absolutely honest in handling City funds and property.
9. I agree to and shall maintain the Purchasing Card with appropriate security whenever and wherever I may use the Purchasing Card. If the Purchasing Card is stolen or lost, I will immediately notify Bank One and the City of Long Beach's Purchasing Card Administrator in the Financial Management Department using the steps outlined in the City's Purchasing Card User's Guide.
10. Because the Purchasing Card is the property of the City of Long Beach, I shall comply with internal control procedures designed to protect the City's assets, including but not limited to producing the Purchasing Card at any time and producing receipts and statements supporting its use.
11. Because I am responsible for all charges on the Purchasing Card, I will resolve any discrepancies by contacting the merchant. If I am unable to resolve the discrepancy, I will notify my purchasing card approver and the Purchasing Card Administrator.
12. I shall:
 - a. charge only those purchases consistent with the type of purchases that comply with City Purchasing Card Program guidelines, policy and procedures;
 - b. maintain a transaction log for each purchase to the level of detail required including freight charges and out-of-state taxes, if applicable;
 - c. obtain a copy of the cash register receipt, invoice or packing slip and keep it with the transaction log until the monthly statement arrives;
 - d. sign a monthly printed Statement of Account; and,
 - e. ensure that my supervisor or manager reviews and approves all required documentation in accordance with City and Departmental guidelines, policy and procedures before forwarding my credit card package as required.
13. I understand that all charges will be billed to and paid directly by the City of Long Beach. I understand that Bank One cannot accept any payment from me directly. Therefore, any charges made against my Purchasing Card that are personal will be considered a misuse of City funds.
14. I further understand and agree that improper use or unauthorized use of Purchasing Card may result in immediate and irrevocable forfeiture of the Purchasing Card and disciplinary action, which may include termination of my employment with the City of Long Beach.

City of Long Beach
Employee Purchasing Card Agreement

15. To the extent permitted by law, I shall reimburse the City of Long Beach for all unauthorized charges, and any fees related to the collection of those charges, if I fail to use the Purchasing Card in accordance with the terms and conditions of this Agreement, and in a manner consistent with the City's Purchasing Card Program Guidelines, Policies and Procedures. I understand that the City of Long Beach will seek repayment to the maximum extent permitted by law and will pursue all remedies to collect any amounts owed by me even though the City no longer employs me. If the City initiates collection proceedings or other legal action, I agree to and shall pay all collection costs and legal fees the City may incur.
16. I understand and agree that use of this Purchasing Card is a **privilege, not a right**. The Purchasing Card is not provided to all employees; it is not an entitlement or reflective of title or position.
17. I understand and agree that the City of Long Beach may terminate my use of my Purchasing Card at any time with or without cause and without notice. I shall return my Purchasing Card to the City immediately upon request.
18. I shall surrender the Purchasing Card upon termination of employment whether for retirement, voluntary separation, resignation, dismissal, or any other reason. Additionally, I shall surrender the Purchasing Card upon transfer from one department to another.

My signature below indicates that I have read and understand the terms and conditions of this Agreement, and further, that I shall adhere to the guidelines established for the program contained in the City of Long Beach's Purchasing Card Program User's Guide.

Dept: _____ Bureau/Div: _____

Cardholder:

Employee Name (printed) _____ Employee Signature _____ Date Signed _____

On-line Approver (printed) _____ On-line approver phone _____

Manager/Supervisor (printed) _____ Manager/Supervisor phone _____

Department Approval:

By: _____ Date Signed _____
Department Head

City of Long Beach

By: _____ Date Signed _____
Director of Financial Management
(or designee)

(This section shall be completed upon receipt of card)

I, _____, hereby
acknowledge receipt of a City of Long Beach Bank One Mastercard Purchasing
Card No. _____ - _____ - _____ - _____.

Signature of Cardholder Date

COMMERCIAL CARD - CARDHOLDER ACCOUNT FORM

- ☐ New
- ☐ Change (complete name and fields to be changed)
- ☐ Close/Delete (complete name and card number)

Company Information

Company Name: **CITY OF LONG BEACH**

Cardholder Information

Cardholder Name:
(24 characters)

Employee ID Number
(leave blank)

Department (line 2)
(24 characters)

Date of birth:

Address (site location):
Line 1 (35 characters)

Activation
Password:

Address (site location):
Line 2 (35 characters)

Work phone:

City: **LONG BEACH**

State: **CA**

Internet email:

Zip code:

Reporting Hierarchy (required information)

Reporting Hierarchy
(Level Numbers)

Level 2 (Department code)

Level 3 (Bureau code)

Cardholder Controls (required unless specified)

Credit Limit: **\$5000**

Single Purchase Limit: **\$1000**

Authorizations Per Day: **999**

Transactions per Cycle: **999**

Dollars Per Day (optional):

MCC Group EXCLUDE: **TE0**

Accounting Information

	index (required)	subobject (required)	usercode	project	project detail	grant	grant detail
default							

Cardholder Approvals

Prepared by:

Prepared by phone:

On-line Approver:

Approver phone:

Manager:

Manager phone:

Dept Head (or designee)
Signature: _____

Date: _____

Approved by: **PEGGY L CHAMBERS**
Pcard Administrator

Signature _____

Date _____

03/07/03

DISPUTE FORM

CARDHOLDER NAME and
RETURN ADDRESS:

CARDHOLDER PHONE NUMBER:

CARDHOLDER FAX NUMBER:

CARDHOLDER ACCOUNT NUMBER:

MERCHANT NAME:

AMOUNT:

TRANSACTION DATE:

TRANSACTION REFERENCE #:

To assist our investigation, please indicate below the reason for your dispute. If you have any questions, please call our Dispute Representatives at 1-888-297-0768.

- ☐ I did not make nor authorize the above transaction. (Please indicate the whereabouts of your Commercial Card.) _____
- ☐ There is a difference in the amount I authorized and the amount I was billed. (A copy of your charge must be enclosed.) _____
- ☐ I only transacted one charge, and I was previously billed for this sales draft. Date of previous charge: _____
- ☐ The above transaction is mine, but I am disputing the transaction. (Please state your reasons why in detail.) _____
- ☐ Please send me a copy of the sales draft. (Your account will be charged \$5.00 for each copy supplied.)
- ☐ I have received a credit voucher for the above transaction, but it has not yet appeared on my account. (A copy of the credit voucher must be enclosed.)
- ☐ My account has been charged for the above transaction, but I have not received this merchandise. The date of expected delivery was: _____ The details of my attempt to resolve the dispute with the merchant and the merchant's response are indicated below. _____
- ☐ My account has been charged for the above transaction, but the merchandise has since been returned. The details of my attempt to resolve the dispute with the merchant and the merchant's response is indicated below. (Please enclose a copy of your postal receipt.) _____
- ☐ Other (Please explain): _____

Cardholder Signature: _____ Date: _____

- ☐ Check here if signing on behalf of cardholder

Send completed form to:
Bank One Corporate Products-Disputes
P.O. Box 2015-Department B3
Elgin, IL 60121

Or Fax to: (847) 497-8298
(847) 622-2495
(847) 931-8861

Fax a copy of this form to the Purchasing Card Administrator at 562-570-5099.

LOST/STOLEN CARD NOTIFICATION

ATTENTION: PURCHASING CARD ADMINISTRATOR

This letter serves as notification that the following card has been reported to BANK ONE as lost/stolen to their Customer Service Center **800-316-6056**.

Cardholder Name:

[REDACTED]

Card Number:

[REDACTED]

Date and Time of Cancellation:

[REDACTED]

PLEASE FAX TO:

**PURCHASING CARD ADMINISTRATOR
570-5099**

Purchasing Card Transaction Log

Cardholder Name _____ Dept/Bureau _____

Month _____ Year _____

Default Index Code _____

Date	Vendor Name	Dollar Amt	Description of purchase	Purpose of purchase	Index	Sub Object	User Code	Receipt Docs	Initials	date	Initials	date
									Cardholder Weekly Review of Statement		On-line Approver Weekly Review of Statement	

Page _____



< ENTER DEPT NAME >

PURCHASING CARD - PURCHASE REQUEST FORM

REQUESTED BY:		DATE:	
BUREAU:			
VENDOR NAME:			
TOTAL AMOUNT:		INDEX CODE:	
		SUB-OBJECT CODE:	
TOTAL AMOUNT:		INDEX CODE:	
		SUB-OBJECT CODE:	
DESCRIPTION OF PURCHASE:			
APPROVED BY:		DATE:	
CARDHOLDER:		DATE:	
NOTES:			



< ENTER DEPT NAME >

PURCHASING CARD - PURCHASE REQUEST FORM

REQUESTED BY:		DATE:	
BUREAU:			
VENDOR NAME:			
TOTAL AMOUNT:		INDEX CODE:	
		SUB-OBJECT CODE:	
TOTAL AMOUNT:		INDEX CODE:	
		SUB-OBJECT CODE:	
DESCRIPTION OF PURCHASE:			
APPROVED BY:		DATE:	
CARDHOLDER:		DATE:	
NOTES:			

**EXISTING POLICIES REGARDING
UNAUTHORIZED PURCHASES**

Attachment A

AR 23-4

Reimbursement for personal use that is not directly related to the performance of City-related business is not allowed. This includes purchases for employee amenities such as food, beverages and supplies that should be paid out of employee funds.

Any expenditure not considered by the City Manager to be necessary to the daily operations or functional requirements of a department.

AR-4-1

It is the policy of the City that no employee shall sustain personal monetary loss as a result of duties performed in the service of the City. However, all expenditures and requests for reimbursement shall logically relate to the conduct of City business and shall be necessary to accomplish the purposes of such business.

Memberships in organizations that are not logically related to the conduct of City business are not allowed.

Expenses incurred by employees for professional licenses and registrations such as engineers, architects, nurses, attorneys and others are not eligible for reimbursement. These costs should be borne by the individual employee due to the fact that these registrations are often a prerequisite for employment.

The utilization of City monies to fund holiday related activities, (e.g., parties, Christmas cards) birthday parties or other office parties and related decorations is inappropriate. City funds may not be utilized to purchase these items.

Retirement or going-away functions for City employees and associated gifts, flowers, and cards are not appropriate expenditures. City monies should not be utilized to fund these activities.

Expenses incurred by an individual or department for attendance at a luncheon, benefit or event of such nature which is organized by a non-profit organization, and not directly related to City business or a City employee's responsibilities, shall not be considered an appropriate reimbursable expense. City monies should not be utilized for this purpose.

Expenses for meals such as City award luncheons and dinners, retirement luncheons, dinners, or receptions associated with service club meetings will not be authorized for reimbursement unless specifically approved by the City Manager.

The utilization of City funds for the purchase of coffee, tea, and similar refreshment items for employees is inappropriate. Where desired, such items should be financed from employee-supported funds for use in their own departments.

Civil Service Rule Article VII, Section 84.

At the discretion of the Commission, the following may be declared to constitute grounds for suspension, demotion, release or discharge (separation) of an employee from the classified service of the City: (12) Misuse, misappropriation, or unauthorized use or possession of City property.

SAMPLES OF UNAUTHORIZED PURCHASES

Purchases for employee amenities such as food, beverages and supplies not related to City business.

Purchases not logically relate to the conduct of City business.

Memberships in organizations that are not logically related to the conduct of City business.

Expenses for employees for professional licenses and registrations such as engineers, architects, nurses, attorneys.

Expenses for meals such as City award luncheons and dinners, retirement luncheons, dinners, or receptions associated with service club meetings.

Coffee, tea, and similar refreshment items for employees.

Purchases of computer hardware and peripherals are restricted. Before purchasing any computer hardware or peripherals, cardholders must obtain written authorization from the Technology Services Department. This restriction is intended to ensure compatibility with existing computer hardware and operating systems software and to help maintain standardization for purposes of user support.

NOTE: The purchasing card CANNOT be used for travel. All City purchasing cards are excluded by using a merchant category code group. The group the City selected to exclude includes: airlines, air carriers, automobile rental agencies, hotels and motels, lodging, train travel, wire transfer money orders, financial institutions (including automated cash disbursements), securities brokers/dealers, and insurance sales.

Statement of Account

For Transactions posted between 08/05/2003 to 09/04/2003

CARDHOLDER'S NAME

DEPARTMENT

333 W OCEAN BLVD

LONG BEACH, CA 908024604

Limits	Daily	Monthly	Cycle	Single Purchase
Transactions	99	0	999	
Amount(\$)	0	0	5,000	1,000

Tran Date	Post Date	Merchant	City, State/			
Transaction Allocation			Reference Number			
Expense Type Alloc		POS Code	Project Alloc Code			
Description				Orig Cur	Tax	Amount
8/8/2003 8/11/2003		LOS ANGELES BUSINESS J	LOS ANGELES, CA	79.95	0.00	79.95
FM100002, 280002			65480513222380145830792			
Subscription renewal for BT						
8/12/2003 8/14/2003		OFFICE DEPOT #5125	TEL5624901000, CA	66.37	5.06	66.37
FM110004, 260001			66444743225647381724738			
		POFM110004	POFM110004			
Office supplies						
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Description</u>	<u>Commodity Code</u>		
	1.00	42.31	TONER,CRG,F/5P,5MP,03A	0239921		
	50.00	19.00	CORD,NECK,NYLON,BK	0164751		
8/12/2003 8/14/2003		OFFICE DEPOT #5125	TEL5624901000, CA	77.01	5.87	77.01
FM242001, 260001			66444743225647381724811			
		FM242001	FM242001			
Office supplies						
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Description</u>	<u>Commodity Code</u>		
	2.00	71.14	TONER,CRG,F/LJ4L,4P,74A	0553743		
8/12/2003 8/14/2003		OFFICE DEPOT #5125	TEL5624901000, CA	136.98	10.44	136.98
FM140001, 260001			66444743225647381724993			
		POFM223401	POFM223401			
Office supplies						
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Description</u>	<u>Commodity Code</u>		
	2.00	126.54	TONER,LJ 2100 SERIES,96A	0808256		
8/14/2003 8/18/2003		OFFICE DEPOT #5125	TEL5624901000, CA	166.63	12.70	166.63
FM300001, 260001			66444743227648336765840			
		POFM300001	POFM300001			
Office supplies						
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Description</u>	<u>Commodity Code</u>		
	1.00	63.27	TONER,LJ 2100 SERIES,96A	0808256		
	47.00	78.96	PORTFOLIO,SNAP IN,ASTD,CO	0449041		
	1.00	11.70	PEN,HYBRID,BALLPOINT,BLUE	0253711		
8/16/2003 8/18/2003		PPIC.ORG	SAN FRANCISCO, CA	33.73	0.00	33.73
FM500002, 260006			67429503228703826500019			
		VSNA69023878	VSNA69023878			
Book						
8/15/2003 8/18/2003		TAKE A NUMBER, INC	818-386-9563, CA	288.16	0.00	288.16
FM423001, 260001			68140613229900110100074			
Office supplies						

Statement of Account

For Transactions posted between 08/05/2003 to 09/04/2003

8/20/2003	8/22/2003	LEAGUE OF CALIF CITIES	LAFAYETTE, CA	50.00	0.00	50.00
FM100002,	245002		67480513233489136269333			
		0000000112	0000000112			
Meeting Registration						
8/20/2003	8/22/2003	LEAGUE OF CALIF CITIES	LAFAYETTE, CA	300.00	0.00	300.00
FM100002,	245002		67480513233489136269325			
		0000000112	0000000112			
Meeting Registration						
8/21/2003	8/25/2003	OFFICE DEPOT #5125	TEL5624901000, CA	158.93	12.11	158.93
FM300001,	260001		66444743234651851514727			
		POFM300001	POFM300001			
Office supplies						
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Description</u>	<u>Commodity Code</u>		
	2.00	146.82	TONER,REMAN,OD27X,LJ4000,	0406281		
8/25/2003	8/27/2003	OFFICE DEPOT #5125	TEL5624901000, CA	95.63	7.29	95.63
FM250385,	260001		66444743238653893050492			
		POFM250385	POFM250385			
Office supplies						
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Description</u>	<u>Commodity Code</u>		
	2.00	88.34	STAPLER,ELECTRIC,BONUS PA	0839282		
8/25/2003	8/27/2003	OFFICE DEPOT #5125	TEL5624901000, CA	347.43	26.48	347.43
FM222001,	260001		66444743238653893050567			
		POFM222001	POFM222001			
Office supplies						
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Description</u>	<u>Commodity Code</u>		
	2.00	7.26	RUBBERBAND,SIZE 19,1LB	0909663		
	2.00	243.60	TONER,ULTRA PRECISE,27X	0286934		
	1.00	63.27	TONER,LJ 2100 SERIES,96A	0808256		
	2.00	6.82	TAG,ARROW,SIGN HERE,RED,1	0580753		
8/27/2003	8/29/2003	OFFICE DEPOT #5125	TEL5624901000, CA	27.21	2.07	27.21
FM110004,	260001		66444743240654896428384			
		POFM110004	POFM110004			
Office supplies						
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Description</u>	<u>Commodity Code</u>		
	1.00	8.05	TAPE,ACITAPE,.75X1296",OD	0575341		
	1.00	9.74	HOLDER,COPY,8.5X11,NON-MA	0150185		
	1.00	7.35	NOTES,HIGHLAND,18PK,YELLO	0125224		
8/28/2003	9/1/2003	OFFICE DEPOT #5125	TEL5624901000, CA	34.60	2.64	34.60
FM300001,	260001		66444743241655406873018			
		POFM300001	POFM300001			
Office supplies						
	<u>Quantity</u>	<u>Unit Cost</u>	<u>Description</u>	<u>Commodity Code</u>		
	1.00	17.54	LABEL,IJ,CD/DVD,CLEAR,40C	0611221		
	1.00	14.42	CD-RW,OD,4X,12PK,JEWEL	0916651		
9/3/2003	9/4/2003	PBD*ICMA PUBLICATIONS	800-745-8780, GA	188.15	0.00	188.15
FM500002,	260006		68432863246000347107401			
Book						

Statement of Account

For Transactions posted between 08/05/2003 to 09/04/2003

Total All Transactions: 15	Amount:	\$2,050.78
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Card Holder Signature

Date

Supervisor/Manager Signature

Date

Statement of Account

For Transactions posted between 08/05/2003 to 09/04/2003

Grand Total:

Total Transactions:

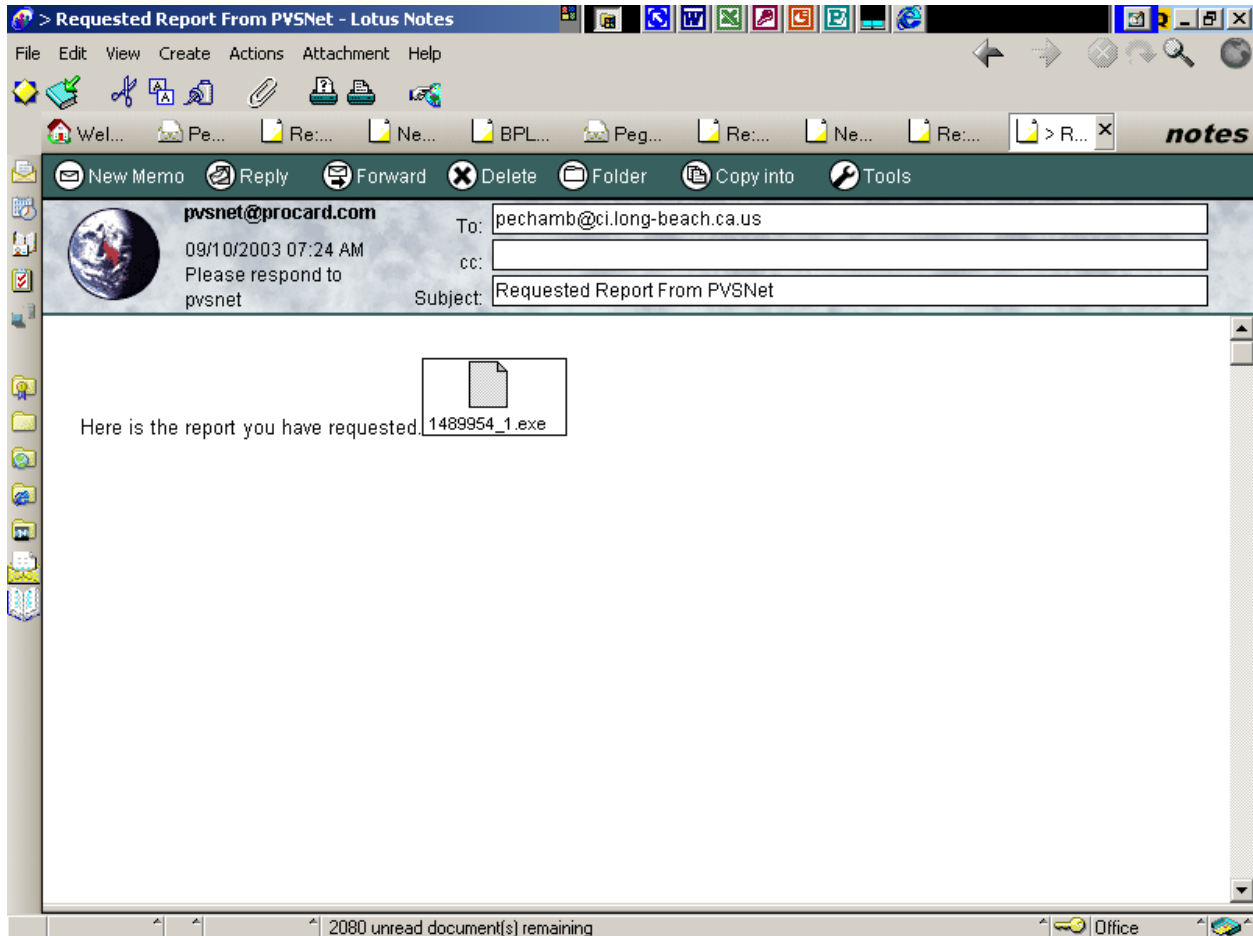
15

Amount:

\$2,050.78

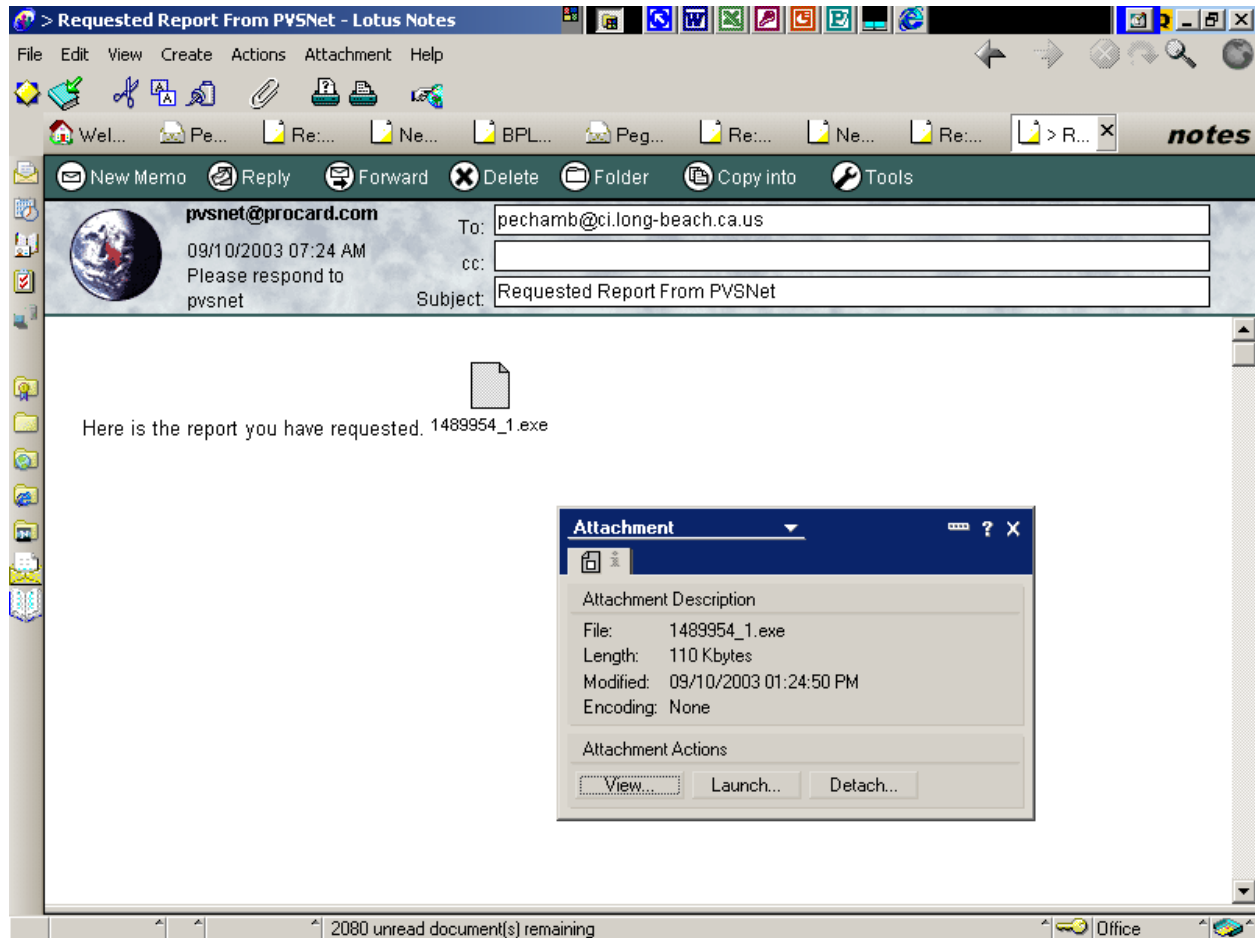
PVS Net Statement of Account Overview

If you have at least one transaction, Bank One will email you your Statement of Account. The email will show transactions that posted the previous week. You will also receive an email at the end of the billing cycle (normally the billing cycle ends on the 4th of the month unless that date falls on a weekend). It will look like this. Double click on the file name to launch it.



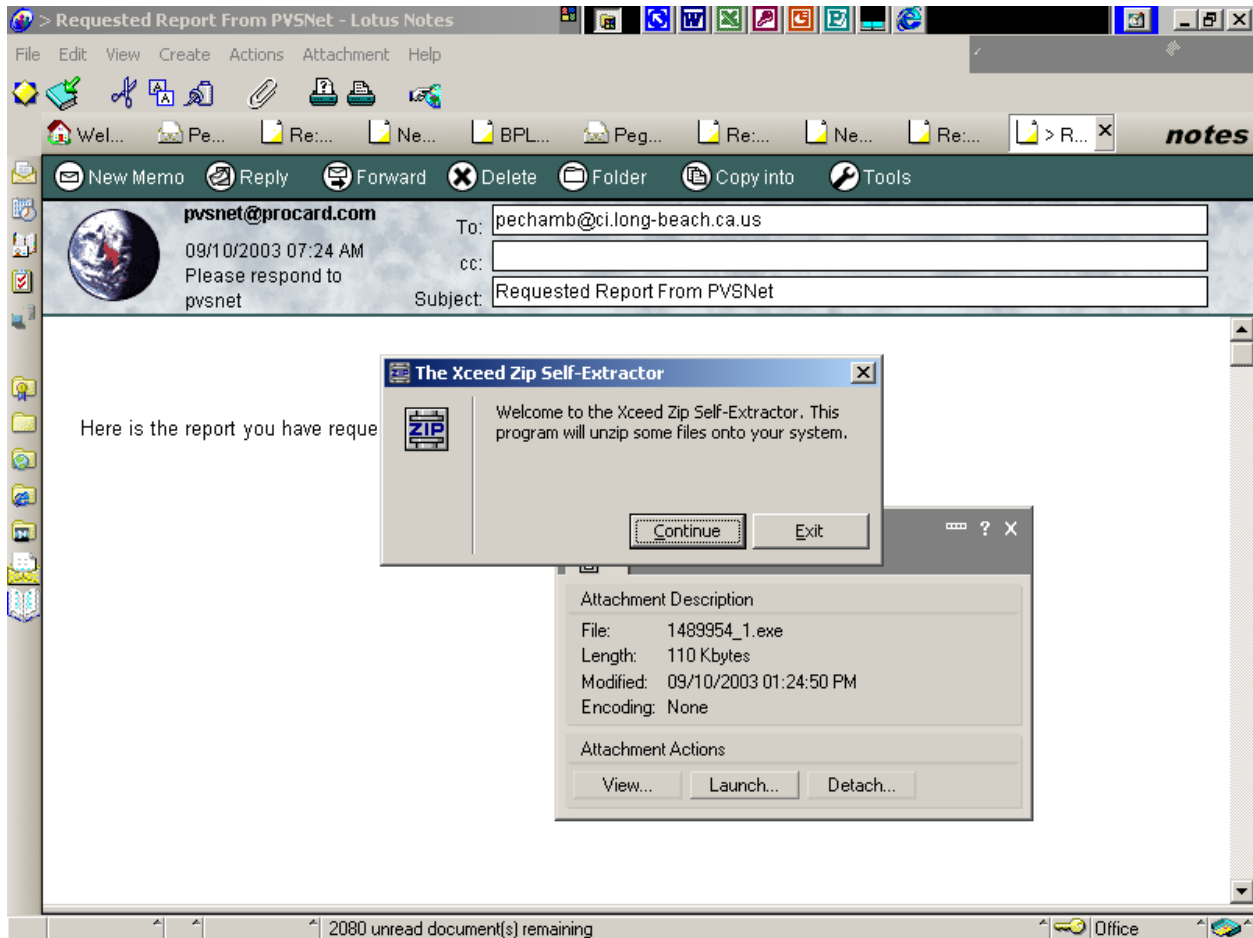
PVS Net Statement of Account Overview

After you double click on the document box, you will see this box. Click on LAUNCH.



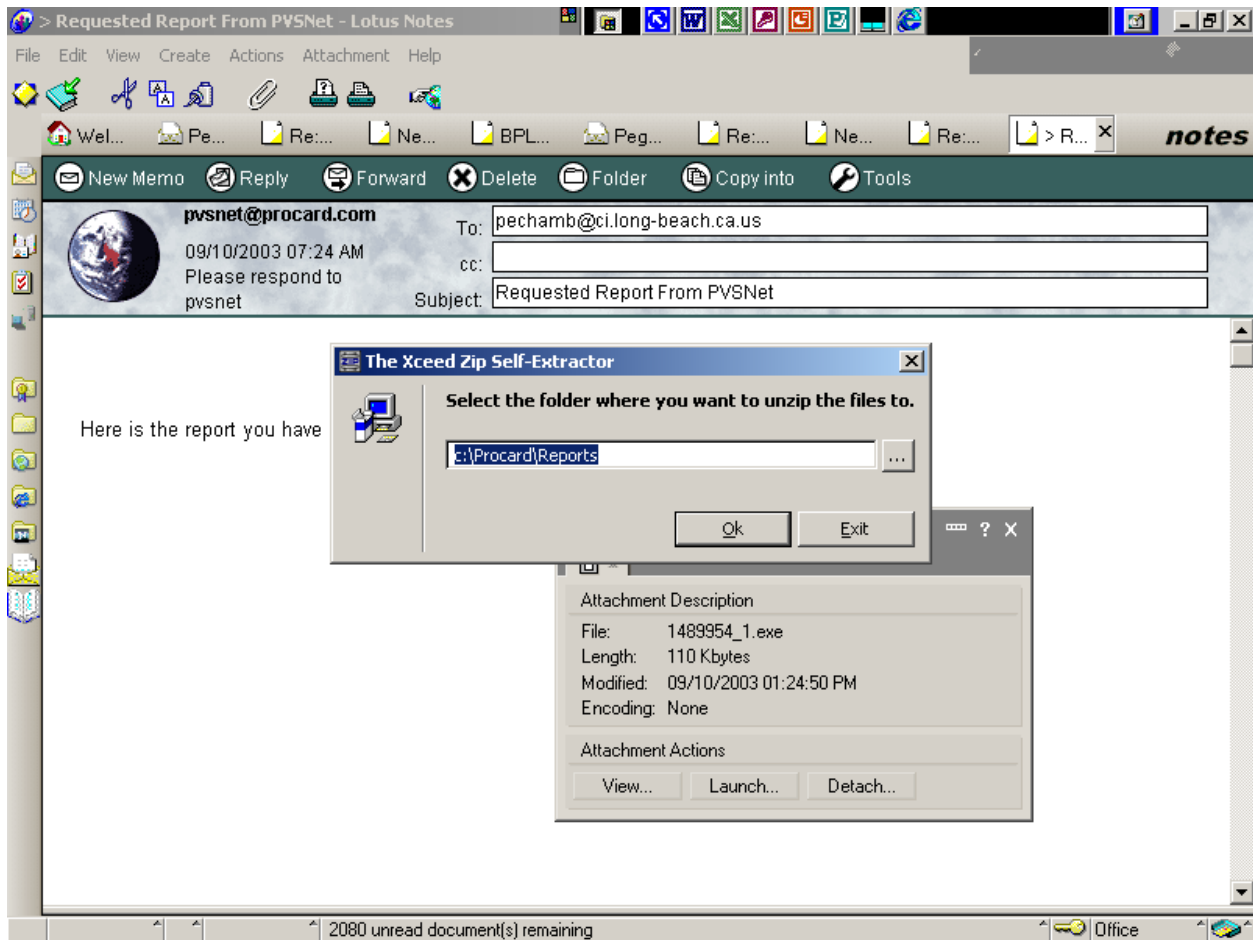
PVS Net Statement of Account Overview

That will open a new box....click on CONTINUE.



PVS Net Statement of Account Overview

You will be asked if you want to unzip the files to C:\Procard\Reports. You can change the default but if you change it to something else you will always need to change it to that directory. It is recommended that you accept the default directory.



PVS Net Statement of Account Overview

After the program finishes unzipping the files, you will receive the message "All files were successfully unzipped." At this point, you should open My Computer. Find C:\Procard\Reports, open it and locate your report (it has an extension of RTF). Clicking on it should launch Word. The weekly statement can be printed or not but should be used to reconcile with the cardholder's transaction log. The monthly statement must be printed, signed by the cardholder and cardholder's manager and saved with the transaction log and receipts. You should also save this report on your hard drive with a name that will make sense to you later (for example, "statement person's name date"). If you do not receive the email, contact either the Pcard Administrator (Peggy 86363) or your on-line approver.

